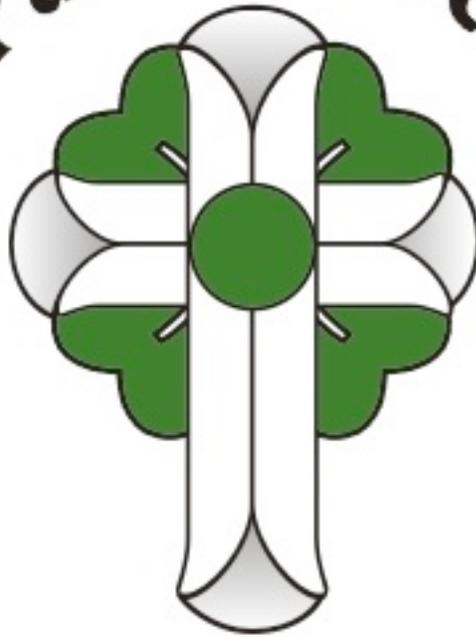


**St. Patrick School**



**Where Faith and Education  
Come Together**

**St. Patrick School Employee Handbook**

**2017-18 School Year**

***“It takes a village to raise a child.” African Proverb***

To the people who work at St. Patrick School – professionals, support staff and volunteers –

Great schools do not happen without the dedication of adults who go beyond caring to being on a passionate mission to help kids grow spiritually and academically into productive adults with Christian values.

You, the adults at St. Patrick School, are without exception on that passionate mission. I would like to acknowledge your tireless effort and endless patience with students and with each other. It is because of you, that parents and parish support this school with enthusiasm and gratitude.

I am grateful to be a part of St. Patrick School.

## **Policy 4111.4D**

### **(in Part)**

#### Preamble:

Those who minister or volunteer within our institutions must always seek to live by and uphold the Church's moral teaching in both their personal lives and personnel roles. Standards of Conduct do not presume to provide the answers to all the ethical questions facing personnel. Rather, they establish a general set of ethical standards for their lives and ministry. These standards will help to delineate boundaries by which ethical questions can be evaluated. These Standards do not supersede canon law or civil law. These Standards aid in training new personnel and demand accountability from those who may fail to live within these standards...

...The conduct of personnel, both public and private, has the potential to inspire and motivate people or to scandalize and tear down their faith. These personnel must be aware of the responsibilities that accompany their work. They also know that God's goodness and graces support them in their ministry.

***Please refer to the Archdiocesan Board of Education Policy 411.4D to review the Standards in their entirety.***

## **I. ALL STAFF**

### **Board of Education**

The board ordinarily meets monthly at a time set by the Board. Each teacher is expected to report to the Board at one meeting per year. You are welcome to attend other meetings. However, if you wish to address the Board about an item or a concern, please contact the Board President or principal so that you can be placed on the agenda.

### **School Calendar**

We follow the Anamosa Community School calendar. There are 179 teaching days, 7 Professional Development days, two comp days and 3 holidays provided for the school calendar. Two (2) days of in-service are before the student days commence. Teachers may be asked to attend as many as 11 meetings outside of calendar time.

### **School Closing-Inclement Weather**

If the Anamosa School District closes school for a day, calls a late arrival, or dismisses early because of weather or other emergencies, Saint Patrick School will do the same. The closing will be announced through text messages, over the radio and television. In rare cases the St. Patrick School may close when the public school remains open. Staff and publics will be notified by email or text alerts.

### **Christian Values**

Every person who is affiliated with St. Patrick School is deserving of respect and is expected to show respect for others at school and in the community. All staff and volunteers are required to complete Virtus training prior to being in the classroom.

### **Transportation of Students**

Any one who transports students (staff or volunteers) must provide proof of insurance and complete the Catholic Mutual training. Teachers are responsible for providing documentation for field trip drivers. Forms and information is available in the principal office.

### **Internet** *(Most recent review September 1, 2016)*

*Policy adopted: December 2, 1995*

*Revised: July 25, 2008 (Archdiocesan Board of Education),*

*Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission and Catholic School Board); September 1, 2016 (Archdiocesan Catholic School Board)*

It is the policy of programs governed by the Archdiocesan Catholic Board to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for the use of Internet and related technologies. Access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action taken for any violations that is unethical and may constitute a criminal offense.

### **Internet Terms, Conditions, and Regulations**

1. **Acceptable Use** - The use of Internet and related technologies must be in support of and consistent

with the education, research, and faith formation objectives of the Archdiocese of Dubuque. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

## 2. Unacceptable Use

1. **Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information include, but are not limited to pornography, information on weapons, inappropriate language and communications, threats and harassment.**
2. **Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.**
3. **Privileges** - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.
4. **Warranties** - The programs governed by the Archdiocesan Catholic School Board make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by the Archdiocesan Catholic School Board specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.

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5. **Ownership** - All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of programs governed by the Archdiocesan Catholic School Board. Individuals using this equipment for personal purposes do so at their own risk. Further, individuals are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized representative of programs governed by the Archdiocesan Catholic School Board. Individuals who violate this policy are subject to disciplinary action, up to and including expulsion/discharge. To ensure that the use of electronic and telephonic communications systems and equipment is consistent with the legitimate interests of the programs governed by the Archdiocesan Catholic School Board, authorized representatives of programs governed by the Archdiocesan Catholic School Board will monitor the use of such equipment from time to time.

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## **II. SUPPORT STAFF**

### **Attire**

All staff are to reflect modesty in personal appearance and dress at all times. Mini skirts, short shorts, tube tops, strapless or tops with spaghetti straps are not acceptable professional dress.

On hot days, staff may wear shorts that are long enough to go past the fingers if the arms are straight down. As a Catholic school, we need to be aware of modeling modesty to the students. Support staff may wear attire appropriate that meets these guidelines for their jobs.

### **Hours**

Hourly staff is responsible for not exceeding hours in their job description without prior authorization from the principal.

Hourly staff is trusted to keep a daily log of time of arrival and departure. This log with total hours computed will be given to the principal prior to the end of the pay period to verify and deliver to the bookkeeper.

### **At Will Employees**

Hourly employees are At Will. Employees who are leaving their positions at St. Patrick School are to give the school two weeks notice. In event St. Patrick School reduces staff or for any reason terminates employment, the school will give two weeks notice unless there are extenuating circumstances such as allegations of child abuse.

### **Job Evaluation**

Support staff will be observed throughout the school year. Written reports will document performance. Support staff has the opportunity to respond in writing to any performance review and to have the response attached to the original and kept on file.

### **Complaints**

Support staff may use the procedure for complaints against an administrator.

### **Communications**

All staff is assigned an email address for school business. Staff is expected to monitor email from the school a minimum of once each day.

### **Medicine**

A teacher or secretary having a current certificate of qualification for administering medication, may administer medications to students. All medicine is to be kept in the office including cough drops.

### **Records-Cumulative Folders**

The school secretary is responsible for all cumulative records of students. Records are to be kept current and accurate. These files are confidential and are never to be left unsecured. Teachers have access to these files and are responsible for maintaining confidentiality and returning them to the fireproof file cabinet. Never leave student records where they can be read or accessed by other people.

### **Visitors**

Anyone who comes to the school to visit, on days other than open house must report to the office before going to the classroom.

### **Volunteers**

Volunteers working in the school building or lunchroom must complete Virtus training and be approved by the principal.

### **Saint Patrick School is a Smoke-Free Building**

This includes the playground and parking lot when children are present. Signs indicating that St. Patrick School is in compliance with the no smoking ordinance are posted on all entry doors.

### **Lunch Room**

Teachers are to accompany their children to the lunchroom and supervise them. Students are to be encouraged to be courteous and well mannered while in the lunchroom. Food is not to be taken out of the lunchroom. When it is necessary to have lunch in the classroom, teachers must remain with the students. There is no sharing or trading of food at lunch.

## **III. TEACHERS**

Teachers at Saint Patrick School are to know and abide by the policies and procedures specified in the Archdiocesan Catholic Teachers Handbook, the addendum to their teaching contracts, and the local Handbook.

### **School Hours**

Arrival time for teachers is 7:45 and departure time is 3:45. Teachers may leave immediately after school on Fridays and days before vacations. Permission must be given by the principal to leave earlier on other days.

### **Professional Attire**

Teachers are to reflect professionalism in personal appearance and dress at all times. Mini skirts, short shorts, tube tops, strapless or tops with spaghetti straps are not acceptable professional dress.

On hot days, teachers may wear shorts that are long enough to go past the fingers if the arms are straight down. Jeans may be worn on Fridays. As a Catholic school, we need to be aware of modeling modesty to the students.

### **Personnel Folder**

Each teacher has a personal folder in the office file, which should include:

1. Certificate and certificate approval
2. Official transcripts of all college credits
3. Health certificate
4. Emergency form
5. Virtus certificate showing date of completion of Virtus training
6. Any other biographical information relating to your professional competency.

### **Contract Lane Change**

If a teacher will be making a lane change, that teacher must see to it that the proper credentials are in order. April 15th of the preceding school year is the deadline for notification of lane changes to be effective for the following school year, e.g. April 15, 2017 lane change will be effective for the 2017-18 school year.

### **Observation**

First year teachers will be observed three (3) times the first year, twice the second year, and once the final year of probation. Experienced teachers who transfer from outside the diocese will be observed twice the first year, and once thereafter. Teachers transferring from within the diocese will be observed according to their teaching status. All other teachers will be formally observed once a year. The principal will conduct frequent “walk through” observations during the school year. Formal observations will include a Pre-Observation and Post-Observation Conference with the principal.

### **School and Class Climate**

Each teacher is responsible for creating a learning environment in which each child is respected as an important, unique person created in the image and likeness of God.

### **Lesson Plans**

Teachers will complete weekly lesson plans. Teachers do not need to hand in the lesson plans, but need to be prepared to show lesson plans at any time when asked. Teachers are expected to prepare for a sub when a sub is needed for his/her class. Lesson plans, copies needed, and any other information a substitute may need to be successful is expected.

### **Grades**

Grades need to be updated at least every two (2) weeks.

### **Personal Days**

A reason does not have to be given for taking a personal day. Personal days should be planned ahead. The secretary needs ample time to contact a substitute teacher. Every effort will be made to accommodate personal day requests, however, personal days can be denied for the following reasons:

- There is more than one personal day request for the same day.
- Substitutes cannot be found.
- Personal days may not be attached to vacation without prior approval.

### **Daily Schedule**

A copy of the teacher's daily schedule should go to the office. If changes are made, an updated version should be given to the office.

### **Communications**

All staff is assigned email addresses for school business. Staff members are expected to monitor email from the school a minimum of once each day.

### **Supervisory Responsibility**

Teachers are responsible for students from arrival until the time they leave. Teachers are expected to accompany their students to the exits, cafeteria, gym, and other places of activities. Parents must be notified if a student is to remain after school.

The playground must be supervised while children are at play. Teachers are encouraged to take their cell phone with them to the playground. Dangerous toys, such as slingshots, pointed objects, and hard balls are not permitted on the playground.

Should a child be injured on the playground or in the classroom the following procedures are to be followed:

Do not move a child if there is a possibility that a bone may be broken. Use cell phones to call the office for help or send a student to get help. Always inform the principal of accidents that need medical attention and fill an accident report out as soon as possible.

1. Cover the wound and keep it covered.
2. Use latex or rubber gloves to clean up blood as required in your Blood-borne Pathogens yearly training.
3. Children should be taught to clean and cover own wounds when possible.
4. Use new and clean gloves and clean paper towels for each blood spill.
5. Discard gloves and paper towels in a plastic bag and secure tightly.
6. Wash linens, towels, and clothes in hot water and soap.
7. Disinfect area with bleach or other approved disinfectant.
8. Wash hands immediately after contact with blood and the removal of gloves.

**Medicine**

A teacher or secretary having a current certificate of qualification for administering medication, may administer medications to students. All medicine is to be kept in the office including cough drops.

**Illness**

If a child becomes ill, the teacher should notify the office. The secretary will call parents to get the child if needed.

**Parent Communication/Notices**

A copy of weekly letters or other parental notices should be filed in the principal office.

**Privileged Communications**

If anyone comes to see or question a child (police officer, newspaper person, insurance person) notify the office immediately. Students are not questioned without parent permission with few exceptions. All such questioning must be approved by the administrator and take place in the office.

**Children leaving during the school day**

Adults wanting to take children out of the school must first go to the school secretary to verify they have permission to remove the child(ren) and to determine the reason for leaving early. Children are released through the office.

**Field Trips**

The principal is to be consulted about the arrangements and the purpose of the trip before any preparations are made. Written permissions are to be obtained from the parents of the children involved in the field trip in addition to the electronic permission in PowerSchool. Volunteer drivers must complete driver insurance verification form and training for drivers. These forms are to be filed in the principal office prior to driving children.

**Lunch Room**

Teachers are to accompany their children to the lunchroom and supervise them. Students are to be encouraged to be courteous and well mannered while in the lunchroom. Food is not to be taken out of the lunchroom. When it is necessary to have lunch in the classroom, teachers must remain with the students. There is no sharing or trading of food at lunch.

**Records-Cumulative Folders**

The school secretary is responsible for all cumulative records of students. Records are to be kept current and accurate. These files are confidential and are never to be left unsecured. Teachers have access to these files and are responsible for maintaining confidentiality and returning them to the fireproof file cabinet. Never leave student records where they can be read or accessed by other people.

### **Progress Reporting**

Parent-Teacher-Student conferences are held at the end of the first and third quarters. Teachers should call a conference at any time if they feel the need to consult parents. It is the policy of the Board of Education that both parents be contacted if they do not live in the same household unless there is a court order that decrees otherwise. The secretary or principal can provide information for you regarding this. Report cards will be sent home at the end of each quarter.

### **Testing Programs**

The FAST Assessment test will be administered to the all students three times per year.

### **Discipline**

Teachers are expected to instruct children on expected behaviors and to maintain discipline in the entire school. When children persistently misbehave, parents must be notified. If compliance cannot be achieved, children are referred to the principal. Consequences for inappropriate behavior must be posted in classrooms.

### **Religious Program**

Teachers will assist their children in planning and preparing for all-school liturgies. Each day begins and ends with prayers. Teachers should provide a variety of prayer experiences including spontaneous prayer, formal prayers, and reflective prayers.

There will be All School Mass or Prayer Services on Tuesdays at 8:30 AM. Teachers need to keep current on theology, personal spirituality, and catechetical methods by reading *The Witness*, attending in-services offered by the archdiocese and/or accessing other options. Teachers are encouraged to upgrade their catechetical credentials.

All teachers are required to complete Virtus training prior to being in the classroom.

## **IV. PROCEDURES FOR COMPLAINTS AGAINST AN ADMINISTRATOR**

1. The initiator first discusses the matter with the administrator with the objective of resolving the matter informally.
2. If the problem remains unresolved, initiator has another meeting with the administrator this time clearly stating the complaint in writing including specifics such as evidences for complaint, sources of information, etc.
3. If the problem remains, unresolved, the initiator or the administrator may request a conciliator for informal conciliation.
4. If the problem is resolved in the informal conciliation, the conciliator shall prepare a summary statement of the problem and its resolution and shall affix the signature of the three participants. Each participant is to receive a copy of the signed statement of agreement.

5. If no agreement is reached in the informal conciliation, any one of the three (3) parties may request a professional evaluation of the problem under consideration from the Office of Educational Services.
6. The professional evaluator (a) writes a brief report and presents it in a meeting with the initiator, the respondent/administrator and the conciliator who serves as chairperson.
7. If agreement is reached in step 6 above, the conciliator, and professional evaluator(s) write a brief report including the problem and terms of agreement. The report signed by all parties present is given to each participant and a copy provided to the Office of Educational Services.

### **ARBITRATION**

8. If no agreement is reached in steps 1 through 6 above, initiator, respondent/administrator or conciliator may request that the local board of education act as arbitrator.
9. Data provided the board serving as arbitrator should include the following:
  - written description of the problem by the initiator including but not limited to specific allegations, evidence to support the allegations, sources of information, etc.
  - written response of the respondent/ administrator to the problem under discussion.
  - written report by the conciliator of all conciliation meetings
  - written report of the professional evaluator(s)

The Board serving as arbitrator, while meeting in Executive Session, may request that any or all the persons named above be present for the review.

The Board, meeting in Executive Session, after hearing the reports, dismisses the parties in attendance, and comes to a decision.

#### **Alternate Actions**

- Recommends the continuance of the administrator's procedures; this means initiator is expected to accept and comply with the current administrative procedures and practices.
- Recommends a change-adaptation, modification of administrative procedures and practices. This may call for action including in-services of the initiator or the administrator or both. The local board may call for a plan of action for improvement which includes provision for in-service and evaluation of progress

#### **Procedures**

- In case of a principal/coordinator/director of religious education, the improvement plan is developed and carried out in conjunction with the professional evaluator and/or Office of Educational Services.

- In the case of a teacher, the improvement plan is developed in conjunction with the professional evaluator and/or the Office of Educational Services and carried out under the direction of the administration.
- In the case of an initiator, other than a teacher, a recommended course of action is developed in conjunction with the evaluator and the Office of Educational Services.

## **V. SCHOOL POLICIES: STUDENTS**

### **School Day**

8:00 Doors Open- Students report to Gym.  
 8:10 First Bell- Students are dismissed to classrooms  
 8:15 Classes **begin**  
 11:30 Recess  
 12:00 Lunch  
 12:30 Students return to class following lunch  
 3:00 Dismissal

### **Courtesy**

Courtesy is a part of the students' lives in the classroom, on the playground, and at all activities. Children should greet all visitors and offer to give them any assistance needed, as well as to hold doors open for adults. Children should rise and greet visitors to classrooms. Children are expected to be courteous and respectful to all adults in the school and in public.

### **Leaving School Grounds**

No student may leave the school grounds for any reason unless s/he checks out at the front desk. Parents are responsible for picking sick children up at school. Students who leave and return to school must check in at the front desk.

### **Homework and Assignments**

Homework is an extension of what was taught at school. Please make sure that the work is adequately explained and understood. Homework should be essential to lessons and should be corrected and graded. All assignments handed in should be graded and returned in a timely manner unless they are to be used at parent-teacher conferences.

### **Bicycles**

Bikes must be parked in the racks provided. No student is allowed to ride bikes on the grounds before school or during recesses. Bikes need to be walked on school property and across the street when leaving school. Bikes must be parked as soon as the child gets to school.

### **Gum Chewing and Candy**

Gum is not allowed at any time. No candy is allowed during the school day. The only exceptions to this are birthday treats and class parties. Healthy snacks should be encouraged at all parties.

### **School Dress**

Each parent/guardian is to monitor what their child wears to school. Of primary importance is that the children be neat and clean. Shorts must come down to the tip of the fingers when hands and arms are fully extended at the side. Halter tops, tank tops, hi-heeled shoes, spandex bike shorts, t-shirts advertising alcohol/tobacco, or any type of slurs are NOT allowed. No make up. Clothes should be free of holes and torn edges. On the first offense, the teacher will discuss dress code with student and take action for compliance (ie: get a shirt to cover straps.) Second and subsequent offenses will result in a call to the parents to bring appropriate attire to the school.

### **Bereavement-Funerals**

When a family of the school community experiences the death of a loved one, we want to reach out in love and sympathy. The student body may attend the funeral of a student. When an immediate family member of a student dies, the class of the student may attend.

### **Fire Drills and Other Emergency Procedures**

Fire drills will be held regularly. Children and teachers must be familiar with the fire drill procedures and use the assigned exits. Drill procedures are posted in your classrooms in a red Emergency folder accessible for your subs. Class lists and exit procedures are also available in the red Emergency folder near the exit of each classroom. TEACHERS ARE RESPONSIBLE FOR UPDATING CONTACT INFORMATION FOR THEIR CLASSES. If a child is not in his/her classroom, s/he should go to the nearest exit, and then join the class line outdoors.

Preschool and First Grade use the east door.

Kindergarten, Grade 2 and Library use the south door near the office.

Grades 3-6 use the back door into the alley

All students and teachers are to proceed to the church basement for evacuation drills. Teachers are to account for all students. Everyone may return to the school after an "all clear" is given.

### **Lock Downs**

Upon hearing the announcement for a stranger or danger in or near the school, teachers need to lock the classroom door. Children should stay away from the windows. Teachers need to display the large "S" on the outside of the classroom if their classroom is secure. Doors are to be kept locked until the all clear signal is given. Teachers need to check that all students are in the classroom. The nearest classroom teacher will check the bathrooms.

### **Evacuations**

Should the necessity to evacuate the building occur, teachers need to take their students as quickly as possible to the church. Students should take books or work with them to do. The “to go” bag, cell phones and class lists need to be taken.

### **Tornado Drills**

Drills will be conducted in accord with Iowa law.

The hand bell will be used for tornado drills.

Teachers and students must be familiar with the tornado drill procedures.

- Preschool will go down the right-hand side of the stairs, following Kindergarten, and into the faculty bathroom.
- Kindergarten will go down the right-hand of the stairs into the 3/4<sup>th</sup> grade room.
- 1<sup>st</sup> will follow the 2<sup>nd</sup> grade down the left-hand side of the stairs into the Music room.
- 2<sup>nd</sup> will go down the left-hand side of the stairs and go to the Music room.
- 3<sup>rd</sup> will go into the Teacher Work Room.

Children are to get down on their hands and knees, away from the window and with a book over their heads. Students should be made to realize the seriousness of the drills and the need for order and silence.

### **Telephone**

The telephone is not for the general use of the children. To use the telephone, a student must have the permission of the classroom teacher. Students with cell phones must turn them off and store them in their locker during the school day. The school is not responsible for lost phones.

### **Attendance and Absentees**

Daily attendance records are kept in PowerTeacher. Please take attendance by 8:30 each day. Lunch count and attendance needs to be sent through Power School. Students are to be counted tardy if not in the classroom by 8:15 (bus riders are exceptions).

When a student has been absent, an excuse from the parent or guardian is to be presented to the school secretary or homeroom teacher, in writing or by phone, stating the reason for the absence. The teacher will provide a reasonable amount of work to be made up over the time of the absence and students are expected to hand in these assignments.

### **Compulsory Attendance**

In compliance with Iowa Code 299.1 and Archdiocesan Board Policy 5144 Saint Patrick Board of Education has adopted the following procedures

1. Teachers monitor student attendance and make referral to the principal after the 7<sup>th</sup> unexcused absence during the semester. The student’s attendance record is reviewed.

2. After review of the attendance records, a letter may be sent to parents by U.S. Mail. A copy of the letter is placed in the individual student's cumulative folder.
3. A home contact is made after the 7<sup>th</sup> unexcused absence.
4. When unexcused absences reach 12 days in a semester and the records have been reviewed, a letter from the Principal will be sent to the home of the student. A copy of the letter is placed in the student's cumulative folder.
5. Following 15 days of unexcused absences in a semester and a review of the student's attendance record, the Superintendent of Schools is notified. The principal will contact the County Attorney's Office.

### **Teacher and Staff Supplies**

Supplies are in the secretary's office, principal's office and workroom. When supplies get low or something new is needed, please tell the secretary or principal.

### **Guest Speakers**

The principal must be informed before a speaker comes to meet with a class.

### **Animals in the Building**

Animals are not to be brought into the building without permission of the principal. Extra care should be taken to protect children and staff from animals that wander on to school property. In NO CASE should stray animals come into contact with staff or students.

### **Visitors**

Anyone who comes to the school to visit, on days other than open house must report to the office before going to the classroom.

### **Volunteers**

Volunteers working more than one hour per week in the school building or lunchroom must complete Virtus training and be approved by the principal.

### **Saint Patrick School is a Smoke-Free Building**

This includes the playground and parking lot when children are present. Signs indicating that St. Patrick School is in compliance with the no smoking ordinance are posted on all entry doors.

### **Internet Policy**

#### **Administration**

**Internet** (*Most recent review September 1, 2016*)

*Policy adopted: December 2, 1995*

*Revised: July 25, 2008 (Archdiocesan Board of Education),*

*Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission and Catholic School Board); September 1, 2016 (Archdiocesan Catholic School Board)*

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2. **Unacceptable Use**
  1. **Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information include, but are not limited to pornography, information on weapons, inappropriate language and communications, threats and harassment.**
  2. **Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.**
3. **Privileges** - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.
4. **Warranties** - The programs governed by the Archdiocesan Catholic School Board make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by the Archdiocesan Catholic School Board specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.

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disciplinary action, up to and including expulsion/discharge. To ensure that the use of electronic and telephonic communications systems and equipment is consistent with the legitimate interests of the programs governed by the Archdiocesan Catholic School Board, authorized representatives of programs governed by the Archdiocesan Catholic School Board will monitor the use of such equipment from time to time.

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